

NAME:

DATE:

INTERVIEWED BY:

INTERVIEW FORMAT

**1. EMPLOYER/EMPLOYMENT DATE**

LAST EMPLOYER \_\_\_\_\_ Dates \_\_\_\_

2<sup>nd</sup> LAST

EMPLOYER \_\_\_\_\_ Dates

3<sup>rd</sup> LAST

EMPLOYER \_\_\_\_\_ Dates

4<sup>th</sup> LAST

EMPLOYER \_\_\_\_\_ Dates

1 .

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2 .

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3 .

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4 .

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**3. WHAT WERE YOUR RESPONSIBILITIES?**

1 .

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2 .

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3 .

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4 .

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**4. HOW DID YOUR RESPONSIBILITIES GROW?**

1 .

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2 .

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3 .

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4 .

**5 . WHO SUPERVISED YOU?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**6 . WHY DID YOU LEAVE?**

1 .

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2 .

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3 .

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4 .

**7. AND THEN WHERE DID YOU GO?**

1 .

2 .

3 .

4 .

**8. WHY ARE YOU CHANGING JOBS NOW?**

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**9. WHY ARE YOU INTERESTED IN OUR COMPANY?**

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**10. TELL ME ABOUT YOURSELF.**

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**11. HOW DOES YOUR PAST EXPERIENCE QUALIFY YOU?**

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**12. WHAT IS YOUR GREATEST ACC**

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**13. WHAT WAS YOUR GREATEST L**

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**14. DID YOU FINANCE YOUR OWN EDUCATION?**

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**15. WHAT ARE YOUR PERSONAL & CAREER GOALS? – WHERE DO YOU WANT TO BE IN 5 YRS – 10 YRS?**

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**16. WHAT WOULD BE YOUR IDEAL JOB OR CAREER?**

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**17. HOW DO YOU LIKE TO BE MANAGED? – WHO WAS YOUR BEST MANAGER & WHY?**

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**18. WHAT WAS YOUR BEST EMPLOYMENT EXPERIENCE?**

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**19. WHAT WAS YOUR WORST EMPLOYMENT E)**

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**20. WHAT DID YOU LEARN FROM YOUR WORST**

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**21. WHAT DID YOU LIKE A)**

**YOU'RE APPLYING FOR?**

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**22. WHAT ARE YOUR STRENGTHS AND WEAKNESSES?**

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**23. IF OFFERED THE POSITION, WOULD ANYTHING OR A SITUATION INHABIT YOUR PERFORMANCE DURING THE FIRST 90 DAYS?**

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**24. THE WORK HOURS ARE TO . WOULD YOU HAVE A PROBLEM WITH THESE HOURS? EXPLAIN**

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**25. DO YOU HAVE ANY QUESTIONS REGARDING THE POSITION ? (should have)**

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**26. WHY/WHEN ARE YOU AVAILABLE?**

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**27. DESCRIBE YOUR IDEAL JOB/BOSS?**

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**28. GIVE ME (5) POSITIVE ADJECTIVES TH**

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**29. WHAT MAKES YOU THINK YOU CAN DO THIS JOB?**

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**30. WHAT ARE YOUR (3) YEAR GOALS? (NON-FINANCIAL)**

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**31. WHAT DO YOU DO WHEN YOU MAKE A MISTAKE?**

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SAMPLE